UNITED STATES DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20202

June 1989

P-89-21

SUMMARY: Distribution of initial Student Payment Summary (SPS) for the 1988-89 award year.

FEDERAL STUDENT FINANCIAL AID HANDBOOK REFERENCE: Please refer to Chapter 4, pages 80-81 of the 1988-89 <u>Federal Student Financial Aid Handbook</u> for further information.

Dear Financial Aid Administrator:

What is the Student Payment Summary

The enclosed initial SPS is a list of the student data we have in our records for each Payment Document (PD), Processed Payment Document (PPD), Recipient Data Exchange (RDE) record, or Electronic Data Exchange (EDE) record that we either 1) accepted, or 2) rejected but retained, for the 1988-89 award year. Documents/records we rejected and did not retain, as well as duplicate records, do not appear on your SPS. The students appear in order of the Pell Institution Number for the campus you told us the student attends, and then alphabetically by the student's name. We provide summary statistics for your student data at the end of the SPS. The first enclosure to this letter is an item-by-item description of your SPS.

If you resubmitted a student's document/record during the award year, you may see that student's name listed more than once. This would depend on the type of change you made to the student's data when you resubmitted it. The second enclosure explains which changes cause a student to be listed more than once.

What you do with the Student Payment Summary

We provide this list to you so that you will know what we have in our records for your student payments for the 1988-89 award year. You should compare your SPS with your institution's Pell Grant student records to ensure their agreement. Your institution's records should agree with the SPS if you have carefully reconciled each batch of student payment documents/records to your Institutional Payment Summary (IPS) Batch Report as we returned them to you. You should review your SPS, and if your payments to any recipient do not agree with the "Total Payment Amount" (sum of Items 6 & 7) on your SPS, you must report the correct, revised payment amounts to us, or correct your institutional records for the student. You are to report these payment amount changes to Pell through whatever payment media that you use. (Hardcopy submissions must be accompanied with your IPS).

<u>Please take special note of any records with a Verification Status of "W"</u>.
The Summary Statistics page gives you the count of such students. You must
complete verification by the applicable deadline, September 1, 1989, and
<u>submit a revised Verification Status to us no later than December 31, 1989.</u>
<u>We will reduce your Pell Grant authorization in the fall of 1989 for all</u>
<u>students whose Verification Status remains "W".</u> Any student records
submitted after September 1, 1989 to which a "W" applies, will be rejected
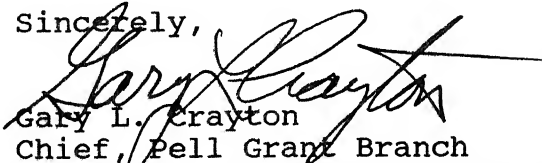by our system edits.

You should pay particular attention to any substantial difference between the
"Total Payments to date to Pell Recipients per school records" (Item 15 of
your last IPS or positions 17-25 of the trailer record for RDE or electronic
submissions) and the "Total Payment Amount" (sum of Items 6 & 7) on the last
page of your SPS. Major differences generally result from one of three
conditions;

(1) The "Total Payments to date to Pell Recipients per school
     records" you reported on your last IPS incorrectly
     reflected only the total payments to the students in that
     particular batch. In Item 15, you must report <u>all</u>
     payments to date to all your Pell recipients less any
     recoveries, through the date you prepare your IPS.

(2) The "Total Payments to date to Pell Recipients per school
     records" on your last batch submission is accurate, but you have
     not yet reported all changes and/or additional recipients to us.

(3) The payment amount you originally reported to us exceeded the
     amounts acceptable based on the other data you reported for the
     student, and we disallowed the excess. If the data upon which we
     based the disallowance properly reflects the student's award
     information, you must adjust your institutional records to the
     correct payment amount and recover any excess.

If you find that any of these conditions apply to your institution, you need
to take prompt corrective action.

          this SPS to allow sufficient time to review the results, and
          needed adjustments at an early date. We will provide an
          3PS for pre-closeout review in September. If you have any
          ɔout your SPS, please call your Financial Management Specialist
aᴛ (202) 732-3795.

                    Sincerely,

                    Gary L. Crayton
                    Chief, Pell Grant Branch
                    Division of Program Operations
                    and Systems

Enclosures

Item by Item Description of Your Student Payment Summary

The first two items appear in the top left hand corner of your SPS.

* **CENTRAL ADMINISTRATIVE OFFICE (REPORTING CAMPUS).** This is the six-digit Pell Institution Number, Name, and Address of your institution as it appears on your Institutional Payment Summary (Items 1 & 3).

* **REPORT FOR STUDENTS ATTENDING.** This is the six-digit Pell Institution Number, Name, and Address of the institution that the following students actually attended. This information will be the same as the Reporting Campus unless your institutional system has branch campuses with unique Pell Institution Numbers. We produce a separate section for each Attended Campus.

The individual student information is listed down the page under the following headings:

* **STUDENT NAME.** This is the name of this student as reported to the Federal Student Aid Application Processing System for the transaction number shown.

* **SOC SEC NO OR PELL ASSIGNED ID.** This is a nine character field that is either the student's current Social Security Number, as reported on the transaction number shown, or the Federal Student Aid Identification Number (a hyphen followed by eight numbers) that is assigned by the Federal Student Aid Application Processing System if the student was not required to provide a Social Number.

* **DATE OF BIRTH.** This is the student's date o reported to the Federal Student Aid Applicat transaction number shown.

* **TRANS NO.** This is the two-di identifies a specific record for a s Aid Application Processing System. you based payment to the student and

* **STUDENT AID INDEX (SAI).** This i signifies a student's eligibility fc is related to the transaction number asterisk to the right of the SAI in selected by the Federal Student Aid for verification.

The next group of information is c general heading: **"PROCESSED PAYMENT** Each of the headings under this titl

that corresponds to the Item Number on the individual Processed Payment Document.

(2) ACAD CAL. This number corresponds to Academic Calendar (Item 2) of the Processed Payment Document/Record.

(3) COST OF ATTENDANCE. This corresponds to Item 3A or 3B of the Processed Payment Document/Record. If you used a standard cost from your IPS, then the dollar figure for the cost will be preceded by the appropriate alpha character showing the standard cost you indicated for that student. If you did not use a standard cost, then only the dollar figure will appear.

(4) VERIFICATION STATUS. This corresponds to Item 4 of the Processed Payment Document/Record. **Remember:** If the value is **"W"**, for **Without Documentation and this is the record you used to pay the student, you must resubmit this student's Processed Payment Document/Record and change the Verification Status code to indicate that you completed the verification process.**

(5A) ENROLLMENT STATUS. This corresponds to Item 5A of the Processed Payment Document/Record. This item will be completed for a student whose program is measured by standard academic terms. If your institution measures academic progress by either clock hours or credit hours (non-standard terms), then this item will be blank.

(5B) HOURS EXPECTED TO COMPLETE. This corresponds to Item 5B on the student's Processed Payment Document/Record. This item is completed for a student whose program is measured by either clock hours or credit hours (non-standard terms). If your institution uses only standard academic terms, then this item will be blank.

(5C) HOURS IN SCHOOL ACADEMIC YEAR. This corresponds to Item 5C on the student's Processed Payment Document/Record. This item is completed for a student whose program is measured by either clock hours or credit hours (non-standard terms). If your institution uses only standard academic terms, then this item will be blank.

(10) FAA ADJUSTED SAI. This corresponds to Item 10 on the student's Processed Payment Document/Record. This item is completed if you used professional judgement in calculating the student's award. If you did use professional judgement, the method you used is listed in the column to the immediate right of this column.

(10) FAA ADJUST. REASON. This item corresponds to Item 10 on the student's Processed Payment Document/Record. This item represents the method used in adjusting the student's original SAI to the new adjusted value. A reason code of 6 means that you have elected to pay on the student's Secondary SAI.

(10-6) Secondary SAI. This item corresponds to Item 10 on the student's Processed Payment Document/Record. If you based your award calculation for this student based on the student's Secondary SAI, a 6 will appear in the column to the immediate left of this column. If you did not calculate the award using the Secondary SAI, but the student nevertheless had a Secondary SAI, we will still show that value in this column.

(6 + 7) TOTAL PAYMENT AMOUNT. This is the sum of Items 6 and 7, and equals the net payment amount to this student for the award year. If the Total Payment Amount you reported to us disagrees with the actual payment you made to the student, you must provide corrected information to us.

REC STA. This is our record status and corresponds to the items found in Section 2 of your IPS Batch Reports. (The alphabetic codes that we print in this column corresponds to the comments on your Processed Payment Documents as well as the codes we return on the Processed Payment Data tape or electronic Processed Payment Data to institutions that report their Pell Grant payment information through those media.) The status code lets you know the result of processing this student's record. The codes are as follows:

> E- Rejected with errors; record retained in the Pell Grant files. (2.a on your IPS Batch Report.)
>
> A- Accepted with assumptions; record retained in the Pell Grant files. (2.b on your IPS Batch Report.)
>
> I- Accepted as reported by the institution; record retained in the Pell Grant files. (2.d on your IPS Batch Report.)

BATCH NO. This is the control number we assigned to the batch of documents/records in which each student's record was processed. This number appears on each Processed Payment Document/Record as well as on your IPS Batch Report.

The last three headings are listed under the block titled "ED USE ONLY".

* SAR RECORD ID. This uniquely identifies a student on the Pell Grant student file (from the Federal Student Aid Application Processing System). These fields are the student's Social Security Number as it was **originally** reported on the first application for an award year, the first two letters of the student's last name as **originally** reported, and the transaction number, as sequentially assigned by the Federal Student Aid Application Processing System.

* SEG NO. This is our Segment Number and is assigned in the Pell Grant Disbursement System to a particular student record. We use this number to track a student's record when you submit changes to previously reported data. We print this number on the back of the

Processed Payment Document (Side 2). This number is the first two digits located in the box labeled "MAKE NO MARKS IN THIS BOX" at the bottom of the Processed Payment Document. Processed data records contain this information in positions 116-117 of the output record.

* ACT. The Active column indicates which student record we used to credit that student's payment data to your Pell Grant account. We pay only on **active** records and **active** records are shown in this column with a "<". Inactive segments are blank (inactive segments on a SPS tape are identified by an "I" in position 320). Each student can have only one active record per attended campus. If you have more than one active record for a recipient, you **must** review this document carefully and make sure that you have not overpaid or underpaid that recipient. If you have, you must submit a revised Processed Payment Document/Record to us as soon as possible.

We provide summary data pages at the end of your SPS. If you are a central campus and have submitted student data under any of your branch campuses which have unique Pell ID's, then we produce summaries for each branch campus. We title this information "SUMMARY DATA". The headings and descriptions are as follows:

INFORMATION REPORTED ON YOUR LATEST INSTITUTION PAYMENT SUMMARY DATED XX/XX/XX.

     * **TOTAL PAYMENTS TO DATE TO PELL RECIPIENTS PER SCHOOL RECORDS (ITEM 15).** This is the dollar amount you indicated on line 15 of the latest IPS that you submitted to us. If you submit by either tape or electronically, it is the information you reported to us in positions 17-25 of your trailer record.

INFORMATION SUMMARIZED FROM PROCESSED PAYMENT DOCUMENTS/RECORD ON THIS REPORT:

     * **Total AMOUNT PAID TO DATE (ITEM 6).** This is the total amount we have accepted in our files for Item 6 for the mitted to us.

         `O BE PAID (ITEM 7).` This is the `d` in our files for Item 7 for the `tted to us.`

         `M 6 + ITEM 7).` This is the total your institution for the students report. If you have reported all `his` total should equal the Total `ipients` per school records listed `lent` documents/records to resolve

         `PIENTS.` This is the number of `e` your administrative allowance.

* TOTAL ACTIVE STUDENT RECORDS. This is the number of student records on this report with the "<" appearing under the ACTIVE column. This represents the total number of records that you are paying on and may not equal the Total Unduplicated Recipients since a student may have more than one active record if that student attended more than one Attended Campus within your institutional system.

* TOTAL RECORDS ON THIS REPORT. This is the total count of student records, active and inactive, that appear on this report.

* TOTAL NUMBER OF ATTENDED CAMPUSES. This is the number of campuses that you reported your students attended if you are at the reporting campus of a multi-campus system where the branch campuses have their own unique Pell Institution Numbers. If your institution is an independently funded school, this number will always be zero. The zero indicates that the Reporting and Attended Campuses are the same for all your students.

INFORMATION SUMMARIZED FROM ITEM 2 OF YOUR IPS BATCH REPORTS:

The data in these fields are cumulative totals of each of these items from all of the IPS Batch reports we sent you during the processing year. Do not try to balance these figures with the individual student detail listing of your SPS. The purpose of this summary is to provide you with a record of your total activity for the year, and highlight the number of rejects, accepted with assumptions, accepted, and duplicates for your information.

* STUDENT AID INDEX AND PAYMENT AMOUNT STATISTICS. This summarizes the student records on which you paid by SAI range. We provide the average amount paid each student within each range as well as providing the overall average SAI and the average payment amount.

* COST OF ATTENDANCE FIGURES. This
records on which you paid by Cost of
provide the average Cost of Attend-
bottom.

* VERIFICATION STATUS STAT
student records you paid on by
codes. Remember: If the value
student's Processed Payment Do
correct Verification Status.

* INFORMATION SUMMARIZE
DOCUMENT/RECORDS. This totals
paid to all Pell Grant reci
summary figures appears only i
have Branch Campuses with unic

* **FREQUENCY DISTRIBUTION FOR STANDARD COST USAGE.** This summarizes the student records you paid on by each of the Standard Cost Categories that you established on your IPS. We list both the alpha character and the corresponding dollar value next to it.

* **FAA SAI ADJUSTMENT STATISTICS.** This summarizes the student records you paid on by FAA Adjusted SAI Reason Code. Type 6-Secondary SAI Used represents the number of times you paid based on the Secondary SAI.

* **RECIPIENT COMMENTS SUMMARY STATISTICS.** This summarizes all student records which resulted in either an assumption or error comment to be applied. This is a cumulative listing and represents the total processing for the year. This summary provides a capsule picture of the errors you have submitted for the year.

WHAT CAUSES A STUDENT TO BE LISTED MORE THAN ONCE.

A student is listed more than once for an attended campus
when that student has more than one segment. A student can only
be paid under one segment for each attended campus and that segment
is called the active segment. A segment is created whenever you
submit to Pell a document/record for the first time and it is
retained by the program. Additional segments within the attended
campus are created under the following circumstances:

1. **TRANSACTION NUMBER.** This is the sequential number as
assigned by the Federal Student Aid Application Processing
System which tracks each application that the student made for
financial aid. Each transaction number submitted for a
student will create a new segment. We will always pay on the
last transaction number which you send us. We do not
automatically pay on the highest transaction number.

2. **ACADEMIC CALENDAR.** We create a new segment under the
following circumstances:

A. When you change from a standard term academic
calendar (quarter, semester, or trimester) to either a
clock hour or credit hour (non-standard term) academic
calendar.

B. When you change from either a clock hour or credit
hour (non-standard term) academic calendar to a standard
term academic calendar (quarter, semester, or trimester)

C. When you change from eith
standard term) academic calend
calendar or from clock hour ¿
hour academic calendar.